

## **BUSES**

### **A. BUS RULES**

For the sake of safety, as well as courtesy and good will, the students are expected to give full cooperation to their bus driver and to maintain reasonable quiet and order. Please note:

1. The driver is in charge.
2. Students will not be allowed on the bus beyond their home or meeting place and may not ride a bus other than that to which they are assigned unless special permission is given by the Main Office after written request from the parent or guardian.
3. Only Laurens students are to ride buses. (Exceptions must be pre-approved by administration.)
4. Pick up and discharge points will be designated for which students will be picked up and discharged.
5. Wait for the bus off the highway.
6. Cross the highway to board bus when bus has stopped, red lights are on, and traffic has been stopped in both directions.
7. Remain seated while a bus is moving.
8. Do not make unnecessary noises or cause distractions.
9. After leaving the bus, do not run along side as it starts up.
10. Students are not allowed to enter or leave the bus while it is in motion.
11. Upon exiting a bus, students are to cross the road in front of the bus. Students are to go 10 ft. along the side of road in front of the bus before crossing, look both ways and also look at the driver to receive the signal to cross.
12. Students must not thrust their heads or arms out of open windows.
13. Smoking and/or drinking alcoholic beverages in not allowed on buses.
14. Special bus emergency drills will be staged according to law several times during the year. All student riding buses will participate.
15. All regular school rules apply at any time a student is traveling on one of the school buses.
16. Students should not expect buses to wait for them in the morning; allow 5 minutes either way depending upon weather. Dress warmly in winter in event the bus is delayed.
17. Junior-Senior High School students should be considerate of the younger elementary children.
18. Students must occupy the seat assigned by the driver.
19. Students are not allowed to eat on school buses at any time.
20. The same regulations pertain to the use of the bus when on special field trips or when traveling to athletic contests.

### **B. STUDENTS RIDING BUSES**

1. At Dismissal:
  - a. All students must board their assigned buses
  - b. Once on the bus, the students can not get off. The bus drivers have been instructed not to allow any students off the bus after they have boarded the bus.
  - c. Parents who want to pick up their children after school are to make appropriate plans before school. Tell them in the morning where to meet you at dismissal.
  - d. Parents – DO NOT expect the bus driver to let your child(ren) off the bus after they have boarded.
  - e. Parents of students in grades K-6 who do not want their child riding the bus home are to follow the procedure outlined below:
    1. The student must bring a written note to school (written by the parent) and delivered to the Main Office by 8:05 AM. The note should contain a telephone number where a parent/guardian can be reached for verification.
    2. The school secretary will call the parents involved to confirm the request.
    3. No requests, written or phoned, will be honored after 2:00 PM.
    4. Be sure your child knows where you want to meet them after dismissal.

- Children will not be allowed off the bus once they have boarded. Be sure to carefully plan ahead of time.
- The above rules are in effect for all students K-6 only.

2. Students must go home on the bus they normally ride to school. Should parents need to request that their child goes on a different bus, the following procedure must be followed.
  - a. The students must bring a written note to school (written by the parent) and delivered to the Main Office by 8:05 AM. The note should contain a telephone number where a parent/guardian can be reached for verification.
  - b. The school secretary will call the parents involved to confirm the request.
  - c. No requests, written or phoned, will be honored after 2:00 PM.
  - d. The bus drivers will be notified not to allow any non-regular student on the bus without the completed and signed permission form from the Main Office.
  - e. No students will be allowed on a different bus, other than what he/she is assigned, without a permission slip from the Main Office.
  - f. No student will be let off the bus other than at his/her home without verified permission slip.
  - g. The above rules (a-f) apply to all students K-12.
3. Students must board the bus as soon as they are dismissed from school.
  - a. Any student who leaves school property, for whatever reason, will not be allowed to board the bus.
4. Parents – do not try to stop the bus on route and expect to take your child off the bus. Once on the bus students will be delivered to their home.

The reason for this procedure is that:

- a. Bus drivers have a definite responsibility and personal liability for the students assigned to their bus.
- b. The school also shares in that responsibility and personal liability.
- c. Parents expect the school to be responsible for their children at all times that they are under school supervision.
- d. The school bus is not public transportation – it is for the transportation of students to and from school and any other school sponsored activities.

### **C. SEATING ASSIGNMENTS**

1. All students will be assigned seats for morning and afternoon bus runs.
2. Bus drivers will do bus inspections before and after each run.
3. Students will be held responsible for any damages to their assigned seat.
4. If a student chooses not to sit in his/her assigned seat, and damage occurs in the assigned seat, he/she will still be held responsible for the cost of repair to the seat.
5. Extracurricular groups will also be held responsible for damages that occur during transportation to and from events.

- D. The Supervisor of Transportation is responsible for student discipline on school buses. He will make recommendations to the school administration for any offense leading to In School Suspension/Out of School Suspension or suspension from transportation.

E. There are three levels of bus discipline. They are:

**Class I**

1. Violation of Safety Procedures ( could also be a class 2 or 3)
2. Excessive mischief
3. Eating - drinking - littering
4. Rude - discourteous - annoying
5. Unacceptable language - student directed
6. Any infraction listed as a Class I violation in the student handbook

**Consequences - Class I**

- Offense 1 - Warning
- Offense 2 - Detention
- Offense 3 – 2 Detentions
- Offense 4 – 3 Detentions
- Offense 5 & beyond – Determined by Administration and may include suspension from transportation.

**Class II**

1. Violation of Safety Procedures (could also be a class 1 or 3)
2. Fighting, pushing, tripping (could also be a class 3)
3. Writing on bus, bus seats, etc.
4. Any infraction listed as a Class II violation in the student handbook

**Consequences - Class II**

- Offense 1 - 1 Detention
- Offense 2 - 2 Detentions
- Offense 3 - 3 Detentions
- Offense 4 & beyond – Determined by Administration and may include suspension from transportation.

**Class III**

1. Violation of Safety Procedures ( could also be a class 1 or 2)
2. Destruction of property
3. Fighting, pushing tripping (could also be a class 2)
4. Unacceptable language - driver directed
5. Use, possession, or sale of tobacco and/or controlled substances
6. Use, possession, or sale of alcoholic beverages
7. Any infraction listed as a Class III violation in the student handbook

**Consequences - Class III**

- 1 to 5 days In-School Suspension or Out-of-School Suspension, or suspension from bus as determined by Administration.

These are for Category I infractions only. Category II or III infractions may lead to an immediate level 3 disciplinary action. In addition, regular disciplinary category infractions will apply to buses.

**RIDING THE BUS IS A PRIVILEGE WHICH CAN BE TAKEN AWAY!!**